

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**ELECTRONIC TECHNICIAN - SECURITY  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future technical positions, located at a state institution, responsible for maintaining a complex security system. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples or work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification series are technical positions located at a state institution responsible for maintaining a complex security system meant to monitor and detect or restrict the activity of inmates, patients, or residents.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that are for the majority of time (more than 50%) engaged in working with highly complex specialized electronic systems at the University of Wisconsin and are more appropriately classified as Electronic Technician - Specialized.
2. Positions that are for the majority of time (more than 50%) engaged in working with general electronic equipment and are more appropriately classified as Electronic Technician - Agency.
3. Positions that are for the majority of time (more than 50%) engaged in working with complex electronic equipment for research projects and classroom demonstrations and are more appropriately classified as Electronic Technician - Research.

4. Positions that are for the majority of time (more than 50%) engaged in working with complex locks to prevent or limit entry and are more appropriately classified as Locksmith.
5. Positions which meet the statutory definition of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination. Progression to the Senior level for specifically identified allocations will occur through reclassification as the employee satisfactorily attains the specified training, education, and experience and performs the full scope of duties identified at the Senior level.

## II. DEFINITIONS

### **ELECTRONIC TECHNICIAN - SECURITY**

Under close progressing to limited supervision, positions are responsible for the maintenance, repair, and calibration of electronic security systems that are meant to monitor and detect or restrict the activity of inmates, patients, or residents at state institutions.

### **ELECTRONIC TECHNICIAN - SECURITY SENIOR**

Under general supervision, positions are responsible for the maintenance, repair, and calibration of electronic, computer, and intrusion systems and equipment which are meant to monitor and detect or restrict the mobility of inmates, patients, or residents. Job duties include maintaining and repairing complex closed-circuit video surveillance systems, including cameras interconnected with multi-output video switches, multiple monitors, remote digital controls, programming of computer software, and associated equipment; maintaining and repairing complex microwave perimeter intrusion detection systems interconnected to security control centers; maintaining, repairing, and testing computer based fire and smoke alarm systems; maintaining and repairing electronic security door closures and locking systems; troubleshooting electronic systems to determine malfunctions and deficiencies; designing, constructing, and installing modifications to existing electronic systems; assisting the security director in planning electronic system changes; and drawing schematics and maintaining files of all electronics systems. At the Department of Correction positions may be additionally responsible for electrified fence systems.

#### **Represented Positions:**

Department of Corrections, Supermax Correctional Institution: The position is responsible for the maintenance, repair, and calibration of electronic electrified fence and intrusion systems including maintenance and repair of equipment and programming of computer software; maintaining and repairing completed closed-circuit video multi-output video-matrix switchers, multiple monitors, remote digital pan/tilt/zoom controls, video run over coaxial, fiber cabling video visitation, PLC initiated XIA inputs and associated wiring, and associated equipment; maintaining and repairing complex perimeter and building systems interconnected to the security control center through a computer-based multiplexed

monitoring and data transmission system; and maintaining and repairing the public address systems, Stentofon security intercoms, door security systems, electronic controls, monitoring equipment for the entire building automation systems, the acorn water management system, computerized telephone system, data gathering equipment, the master antenna television and radio system, the wireless body alarm system, electronic controls for the emergency generator system, biometric identification system, security x-ray scanning units, and telemedicine equipment. The position is also responsible for preventive maintenance programs, a computerized library of all electronic systems and equipment, preparing monthly estimates for parts and stock, and providing detailed reports on the monitoring systems and building automation systems. The position consults with engineers and contractors in the installation of new equipment, assisting contractors with the interfacing of new systems with existing electronic systems, training staff to use the systems, assisting electrician and HVAC specialist in the maintenance and repair of electrical systems, heating, and ventilation equipment; and assuring institution security.

Department of Health and Family Services, Division of Care and Treatment Facilities, Mendota Mental Health Institute: The position is responsible for the maintenance, repair, and calibration of the electronic systems and equipment. Job duties include maintaining and repairing complex closed-circuit video surveillance systems including cameras interconnected with multi-output video switches, multiple monitors, remote digital pan/tilt/zoom controls utilizing programming skills for the computer based controls for these systems; maintaining and repairing complex microwave perimeter intrusion detection systems interconnected to the security control center and the multiplexed monitoring and data transmission system; maintaining and repairing door security, master antenna broadcast television distribution system, paging and multiple intercom systems, computer based fire and smoke alarm systems, electronic security door closures and locking systems, and solid-state controls; planning, designing, and installing new electronic security systems and modification and expansion of current systems; assisting maintenance, engineering staff, engineers, and contractors; and maintaining records of equipment and systems.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

The classification specification was created effective May 18, 2003, and announced in Bulletin MRS SC 156 as a result of the Electronic Technician survey to represent positions responsible for the security of state institutions, which monitors and detects or restricts the activities of inmates, clients, and patients.

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